



SENIOR EXECUTIVE SERVICE VACANCY ANNOUNCEMENT

U.S. Department of Commerce - U. S. Census Bureau

Announcement Number: CEN-06-01P
Position: Chief, American Community Survey Office
Opening Date: 1/12/06
Closing Date: 3/13/06 (*Applications must be received by close of business - 5:00 p.m.*)
Location: U. S. Census Bureau, Suitland, Maryland
Pay Plan/Series: ES-1530
Salary Range: \$109,808 - \$152,000
Area of Consideration: Applications will be accepted from US Citizens.

MAJOR DUTIES:

The incumbent serves as the Chief, American Community Survey Office (ACSO) and is responsible for providing overall planning, development and management for the American Community Survey (ACS) which is a nationwide survey designed to provide local businesses and communities demographic, socio-economic and housing information on a yearly basis.

The Chief, ACSO establishes overall Division policies and programs, particularly from the point of view of new and original systems and controls in the most efficient and economical manner to carry out the Division's responsibilities. This includes directing the development of new and experimental techniques for use in ACS and analyzes recommendations for alternatives systems to accomplish ACS objectives carried out by ACS and other Divisions who provide information and support to ACS.

The incumbent is responsible for making policy recommendations on funding of all ACS-related activities and is responsible for creating budget initiatives, appeals, and other materials related to obtaining appropriations for the ACS program. The incumbent monitors all ACS related spending throughout the U.S. Census Bureau and recommends changes in the overall program to adhere to the budget.

The incumbent establishes and maintains contacts and exchanges of knowledge and information with counterparts in other countries, other government agencies, and in the private sector to include meeting with representatives from statistical agencies in other countries to explain the ACS program and learn about similar programs. The Chief, ACSO serves as the Census Bureau's spokesperson at major conferences and seminars where ACS is addressed.

The incumbent is responsible for applying the principles of Equal Employment Opportunity (EEO) and becoming acquainted with the official EEO policy of the Department of Commerce.

QUALIFICATIONS REQUIRED:

Basic Education Requirement: Bachelor's degree or combination of education and experience to the completion of a bachelor's degree. Studies must have included at least 15 semester hours of statistics and mathematics, 6 of which must be in statistics, plus 9 additional semester hours in one or more of the following: Social Science, Physical Sciences or Biological Sciences. Applicants must list degree and course information. An applicant that does not meet the basic education requirement is automatically disqualified.

Executive Core Qualifications and Professional and Technical Qualifications: Applicants are required to submit a separate statement addressing each of the Executive Core Qualifications (ECQs) and each of the Professional and Technical Qualifications (PTQs). A narrative description of 1-2 pages per ECQ and PTQ is normally sufficient. When addressing the ECQs and PTQs, statements that describe personal beliefs or philosophies should be avoided. Each response should include a brief summary of the applicant's executive experience in relation to the specific ECQ and PTQ and **specific examples** of accomplishments. Please review the complete guide to writing executive qualifications at www.opm.gov/ses.

Executive Core Qualifications:

1. **Leading Change:** This core qualification encompasses the ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. Inherent to this ECQ is the ability to balance change and continuity; to continually strive to improve customer service and program performance within the basic government framework; to create a work environment that encourages creative thinking; and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People:** This core qualification involves the ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
3. **Results Driven:** This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen:** This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and the ability to use new technology to enhance decision making.
5. **Building Coalitions/Communication:** This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization.

Professional and Technical Qualifications:

1. Experience which has given knowledge of statistical data and support needs of a broad range of data users including government policy makers, statistical agencies, state, local and tribal governments and non-federal data users.
2. Experience that provides sufficient knowledge of statistical survey methodology, data collection methodology, data capture and computer processing systems to manage the ACS survey.
3. Experience with the Federal Statistical System and its relationship to ACS and experience in directing the accomplishment of large and complex activities on time and within budget.

Background and/or Security Investigation required.

HOW YOU WILL BE EVALUATED:

A panel of senior executives will distinguish the best qualified candidates from other applicants based on a review of each applicant's ECQs, as appropriate, and PTQs. Failure to meet all qualifications automatically disqualifies an applicant. Eligibility for this position will be based upon a clear showing that the applicant has experience of the scope and quality sufficient to effectively carry out the assignments of the position. Persons

tentatively selected for appointment to SES positions must have their ECQs approved by the Office of Personnel Management (OPM).

HOW TO APPLY:

You must submit your application so that it will be received by the closing date of the announcement.

Submit an original and 3 copies of the following documents:

Resume/Optional Form 612/Other (include the vacancy announcement number)

List of degree and course information addressing the basic education requirement.

ECQ and PTQ Statements - Each applicant is required to submit a separate statement addressing each of the Executive Core and Professional and Technical Qualifications for the position.

Current and former career SES members only - A copy of the most recent SF-50 documenting your SES career appointment. (No response to ECQ statements is required.)

SES Candidate Development Program graduates only - A copy of your OPM Qualifications Review Board certification. (No response to ECQ statements is required.)

IMPORTANT ADDRESS INFORMATION:

1. You must address all mail processed through the United States Postal Services (USPS), (This includes mail such as Express, Priority, Registered, etc.) to: **ATTN: Kathleen Koral, U. S. Census Bureau, Human Resources Division, Executive Resources Program, Room 3233, FB-3, 4700 Silver Hill Road, Washington, DC 20233-1400.** NOTE: Use only 20233-1400 zip code with USPS mail.

Please be aware that the Census Bureau's USPS mail service is very slow.

2. If using a carrier **OTHER** than the U.S. Postal Service (e. g., FedEx, UPS, Airborne, etc.), you must address it to: **ATTN: Kathleen Koral, U. S. Census Bureau, Human Resources Division, Executive Resources Program, Room 3233, FB-3, 4700 Silver Hill Road, Suitland, MD 20746**

DUE TO USPS PROCEDURES AND CENSUS BUREAU SECURITY OPERATIONS, MAIL NOT ADDRESSED IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS WILL BE RETURNED TO THE SENDER.

WHAT TO EXPECT NEXT:

A panel of senior executives will distinguish the best qualified candidates from other applicants based on a review of each applicant's ECQs, as appropriate, and PTQs. Failure to meet all qualifications automatically disqualifies an applicant. Eligibility for this position will be based upon a clear showing that the applicant has experience of the scope and quality sufficient to effectively carry out the assignments of the position. Persons tentatively selected for appointment to SES positions must have their ECQs approved by the Office of Personnel Management (OPM).

OTHER INFORMATION:

The materials you send with your application will not be returned.

If you left federal employment and received a buyout and you are selected for this position, you may be required to repay the full amount of the buyout to the agency that paid you.

You may be required to serve a probationary period of 1 year. Filing of the Executive Personnel Financial Disclosure Report is required if selected for this position (Ethics in Government Act P.L. 95-251). Public law requires all new appointees to submit proof of identity/employment eligibility.

If selected, male applicants born after December 31, 1959 must confirm their selective service registration status.

In accordance with 5 USC 3303, any recommendation by Members of Congress, Congressional employees, elected State or local government officials, political party officials or other individuals or organizations making the recommendation on the basis of the party affiliation of the applicant is prohibited. Executive Branch agencies are barred from accepting or considering prohibited political recommendations, and indeed, are required to return to the individual any prohibited political recommendation with reference to statutory prohibition. Such officials may supply a statement which "relates solely to the character and residence" of the individual.

Applicants must apply at their own expense. Applications mailed in Government postage-paid envelopes will not be accepted.

This vacancy may be accessed via the Internet at www.usajobs.opm.gov. For more information, contact the Executive Resources Staff on (301) 763-3727.

Relocation expenses may be paid.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Division at 301-763-3371. The decision on granting reasonable accommodation will be on a case-by-case basis. TTY users can contact us via the Federal Relay Service, 1-800-877-8339.

The Department of Commerce does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.